

Environmental Engineering and Earth Sciences

VISA FORM

Date:	
Employee/Student:	
Account Number:	
Total Cost:	

Maximum charge allowed is \$2,500.

Travel

Supplies/Other

Purpose of Charge:	
Destination:	
Dates of Travel:	

Vendor:	
Purpose:	

****ONLY** airline tickets, train tickets plus baggage fees if purchased with ticket, and rental cars can be charged to CU Visa/P-card for employees. Student group travel expenses may be paid in full with the CU Visa including those of the employee chaperone(s). [Purchasing Card Policies and Procedures](#)

Comments:

Purchaser Signature	
PI Signature	
Dept Chair Signature	



*Submit to Susan Culbreath (Rich Lab) or Briana Peele (Brackett Hall) with all paid receipts attached.